

MAINTENANCE MECHANIC II

FUNCTION OF THE JOB

Under supervision to perform maintenance work in County buildings utilizing journeyman or sub-journeyman skills; and to perform related work as required. Employees may specialize in one or more of the following areas: carpentry, plumbing, heating, painting, electrical or refrigeration.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Performs preventive maintenance and repair on electrical appliances, motors, HVAC and plumbing equipment.
2. Performs journeyman level carpentry work in the alteration, repair and maintenance of buildings and equipment.
3. Performs repairs to interior and exterior windows and doors along with the associated frames and hardware.
4. Operates and monitors building automation systems making adjustments as needed and/or provides repairs as required.
5. May perform minor drywall, plaster, or ceramic tile wall repairs and various flooring and roofing repairs.
6. Performs complex mechanical maintenance and repair work on large heating and cooling systems; adjusts, repairs, and/or replaces valves and worn or defective parts as needed.
7. Maintains and repairs circulating pumps related to heating and cooling systems.
8. Installs, repairs, and services various HVAC systems, controls, and equipment; and carries out prescribed preventive maintenance and repair programs on HVAC equipment.
9. Maintains chemical water treatment program.
10. Maintains tools and equipment.
11. Performs necessary surface preparation and applies paint, shellac, varnish, enamel, stain or other protectives to various surfaces, using brush, spray, roller, cloth or other means.
12. Installs, services repairs, and operates electrical equipment.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

Employees may specialize in carpentry, plumbing, painting, HVAC and have one or several skills itemized below:

1. Considerable knowledge of the tools, equipment, materials, methods, and practices used in the construction, repair, and maintenance of buildings.
2. Considerable knowledge of the methods, tools, and equipment involved in mechanical maintenance.
- 3.
4. Considerable knowledge of the principles of heating, ventilating and air conditioning as applied to building operations.
5. Considerable knowledge of occupational hazards and safe work practices.
6. Considerable knowledge of the maintenance and repair of electrical equipment, mechanical devices, electric motors, and fixtures.
7. Working knowledge of personal computers, spreadsheets, word processing, maintenance management, and building automation systems.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

8. Ability to make repairs on mechanical equipment and to analyze and diagnose trouble from malfunctions in the mechanical equipment.
9. Ability to establish and maintain effective working and public relations.
10. Ability to follow directives and to carry out work orders from oral and written instructions.
11. Ability to perform skilled hand and bench work.
12. Ability to use various tools and equipment to perform intricate building and equipment maintenance and repairs.
13. Ability to keep accurate records and to prepare reports.
14. Ability to work under varying conditions in dusty, hot or cold areas.

Training and Experience

1. High school diploma or GED desirable.
2. Five years of work experience involving general repairs and maintenance to building construction systems, mechanical/electrical systems, heating, ventilating, air conditioning systems, and related areas. Two of the five years of experience must be at a responsible level (Maintenance Mechanic I or equivalent).
3. Relevant training at a technical school, college, university, or apprenticeship program may be substituted on a year-for-year basis to meet the work experience requirement.